

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting –September 20, 2022– 5:00 p.m.

AGENDA

| | | |
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| II. | PLEDGE OF ALLEGIANCE | |
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JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD of EDUCATION
MEETING AND PUBLIC COMMENT PROCEDURES



Speakers must register prior to the commencement of the Visitor and Comment portion of the agenda by completing this form, available at the entrance of the meeting room. Completed forms shall be submitted to the meeting chair before the meeting is called to order.

Welcome to the Jackson County Intermediate School District Board of Education meeting. The board meets in public for the purpose of conducting the school district's business, but the meeting is not to be considered a public community meeting. It is our policy to provide the public reasonable access to the Board of Education; in order to accomplish this in an orderly, efficient, and effective manner, certain guidelines have been established.

1. The location and dates of all meetings are published in advance, including details on how the public may use a virtual option via a link/or a "call-in" telephone number in cases where in-person participation is a barrier. Meetings may be recorded at the Board's discretion. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely
2. Linked or "call-in" observers are not meeting participants and can only listen to the meeting. No chat or voice comments are available to virtual listeners; however, virtual listeners may submit written comments via a jcisd.org website form. There will be an option for the comment to be read aloud in the public meeting, as well as shared with individual Board members.
3. All agendas of the Board of Education include an item identified as "Visitor Recognition and Comment," which takes place in the early part of the evening.
4. For the purpose of identification in the official Board minutes, in-person visitors are asked to sign an attendance roster. Anyone wishing to address the Board, or comment on an agenda item, will be required to register a form ahead of the "public comment" portion of the meeting, wherein they provide their name, legal address, topic for their remarks, and if applicable, the organization represented.
5. The chairperson may limit the discussion depending on the number of persons wishing to address the Board on a given topic or on a given night to three (3) minutes duration. All participant comments shall be directed to the Board and not to staff or other visitors.
6. The Board of Education reserves the right to establish additional rules or procedures it deems appropriate to a particular item on the agenda, or for a particular Board meeting. Such rules or procedures will be announced at the opening of a board meeting, or prior to the discussion of a specific agenda item.
7. Pursuant to Michigan law, a Board member on active military duty who is unable to participate in the meeting in-person, will be allowed to participate in the meeting remotely when approved by the Board President.

As elected state officials, we believe open communication is of vital importance in maintaining quality services to local school districts. Meeting facilities will generally accommodate access to and participation in Board meetings; however, any person needing an additional accommodation to participate in the meeting should contact the office of the superintendent at 517.768.5200 in advance so a reasonable accommodation can be arranged. Members of the public who wish to contact board members outside of board meetings are encouraged to write them using the board members' district email addresses, which are available on the www.jcisd.org website in the countywide directory.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting – August 16, 2022

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, August 16, 2022. The meeting was held at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. President David Salsbury called the meeting to order at 5:02 p.m. Board members participating were: David Salsbury, President; Douglas Schedeler, Secretary; Blaine Goodrich, Trustee; and Douglas Scott, Treasurer. Board members absent: Erin Slater, Vice President.

Meeting with the Board were Kevin Oxley, Superintendent, Catherine Brechtelsbauer, Human Resources Director and Legal Counsel, and Phyllis Stressman, Administrative Assistant.

STAFF AND VISITORS-List includes those signing in and/or who could be identified:

Roger Auwers, Maureen Keene, Kaci Babineau, Santino Gaitan, Dan Draper, Kathryn Keersmaekers

Zoom: Tracy Swope

APPROVAL OF MINUTES

Motion to approve the minutes of the July 14, 2022 special meeting, and the July 19, 2022 organization meeting. Correction noted to page 10, July 19, 2022, misspelling of proper name. Motion carried by unanimous show of hands. (M: Schedeler/Scott)

FINANCE REPORT

Motion to accept the month-end financial report as given. Motion approved by an all affirmative show of hands. (M: Scott/Goodrich)

CORRESPONDENCE AND INFORMATION

2022-23 Fall Refresher Virtual Opening on Monday, August 22nd, beginning at 8 a.m., Zoom link has been established.

North Campus Open House & Tarrant Pool Ribbon Cutting, Tuesday, August 23rd, 4-6 p.m., Ribbon ceremony at 5 p.m.

All staff kick-off event on the South Campus, Wednesday, August 24th, 12 noon-3 p.m.

VISITOR RECOGNITION AND COMMENT

Kathryn Keersmaekers, 1116 South Durand, Jackson, Michigan, spoke on the topic of “board members.”

PERSONNEL MATTERS AND RECOMMENDATIONS

PERSONNEL ACTION ITEMS AND INFORMATION- Volume 43, Report No. 11

Motion to approve the hiring recommendations for Michael Brandon Webb, Kristina Kulka, Heather Witte, August 18, 2022, and Stephanie Lowe, August 22, 2022, carried unanimously by show of hands. (M: Goodrich/Schedeler)

Information concerning separations shared: Heather Holshoe, August 18, 2022; Alison Smith, August 1, 2022; Colleen Brogan, August 9, 2022; Amy Dillon, August 19, 2022; Brandon Stanton, August 2, 2022; and Logan Southworth, July 25, 2022.

WAGE RATE FOR PART-TIME ADULT ENRICHMENT INSTRUCTORS –

Volume 43, Report No. 12

Motion to approve the administration’s recommendation to increase the hourly rate for adult enrichment instructors to \$31/hour carried by a roll call vote.

(M: Schedeler/Goodrich)

Ayes: Scott, Salisbury, Schedeler, Goodrich

Nays: None

REPORTS FOR ACTION

CENTRAL CAMPUS PLAYGROUND ADDITIONAL EXPENDITURE –

Volume 43, Report No. 13

Motion to authorize making the switch to artificial turf for the playground areas in the courtyards at Central Campus at an increase in cost from the previously approved \$600,000 to \$950,000 carried. Existing sources of funds will be used.

(M: Scott/Goodrich)

Ayes) Salisbury, Schedeler, Goodrich, Scott

Nays) None

LUMBER FOR CONSTRUCTION TRADES SITE HOUSE –

Volume 43, Report No. 14

Motion to authorize the purchase of \$70,000 of framing materials and supplies for the Career Center site house construction, purchased in small increments throughout construction, using vendor(s) determined to be the lowest responsible bidder at each incremental purchase phase passed by roll call. (M: Scott/Goodrich)

Ayes) Schedeler, Goodrich, Scott, Salisbury

Nays) None

JACKSON READS BOOK PURCHASE – Volume 43, Report No. 15

The Board approved \$52,923 35a grant funds for the purchase of books for 2022-23 Jackson READS events, using Amazon, Follett, and/or Scholastic, based on competitive pricing and vendor participation with the OMNIA Partners Cooperative Purchasing Agreement.

(M: Goodrich/Schedeler)

Ayes) Goodrich, Scott, Salsbury, Schedeler

Nays) None

FOR INFORMATION

NEOLA POLICY UPDATE 8142.01 – Volume 43, Report No. 16

Administration plans to bring a recommendation in September to contract for private security; an RFP for armed security services went out earlier in the week. A review and amendment to policy 8142.01 would bring all policy concerning security and weapons in-line. The Board is asked to consider the policy changes and seek clarification if needed, prior to the September meeting when the policy and possible contract will be presented for action.

OTHER MATTERS OF INTEREST

President Salsbury commented on his pleasure in seeing so many JCISD staff and students volunteering or attending the Hot Air Jubilee.

Mr. Oxley thanked the Board for their continued dedication to kids and education, especially in light of the challenges the past few years have presented. Members were encouraged to attend the event on August 24th to meet and speak with grateful staff.

ADJOURNMENT

Mr. Salsbury adjourned the meeting at 6:09 p.m.

REPORTS

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 20, 2022
Volume 43, Report No. 17

SPECIAL REPORT

Subject: Celebration of Excellence - Attendance and Truancy Summer Programming & Taskforce

Student attendance in schools is paramount to achievement. Over the past three years, chronic student absenteeism has increased for a variety of reasons. The Learning Services Whole Child team and specifically, the Attendance, Truancy and Special Populations Coordinator, have not only recognized the data but worked innovatively towards addressing this issue in partnership with our local school districts and court system. Going beyond approaches of the past and the normal processes associated with attendance referrals and truancy, staff have piloted summer programming and intervention to ensure year-round support as well as starting a collaborative Attendance Taskforce to reduce the truancy percentages in Jackson county. At the core of this work, it is about removing barriers and ensuring access to high quality education for each and every student in Jackson County.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting – September 20, 2022
 Volume 43, Report No. 18

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial and Technical Staff

- a. Paul Smith 09/01/2022
 Educational Technology Consultant
 Technology

Mr. Paul Smith was hired as an Educational Technology Consultant for the Technology Department, effective September 1, 2022. This vacancy resulted from the resignation of Mr. Christopher Walker. Mr. Smith was placed within the administrator/coordinator salary schedule, consistent with his experience.

- b. Jeanelle Wonders 08/29/2022
 Educational Technology Consultant
 Technology

Ms. Jeanelle Wonders was hired as an Educational Technology Consultant for the Technology Department, effective August 29, 2022. This vacancy resulted from the resignation of Mr. Du Bui. Ms. Wonders was placed within the administrator/coordinator salary schedule, consistent with her experience.

- c. Kendra Leib 09/26/2022
 LEA Business Manager I
 Finance

Ms. Kendra Leib was hired as a LEA Business Manager I for the Finance Department, effective September 26, 2022. This vacancy resulted from the resignation of Ms. Emily Jones. Ms. Leib was placed within the administrator/coordinator salary schedule, consistent with her experience.

- d. Jacob Schinck 09/21/2022
 IT Technician
 Technology

Mr. Jacob Schinck is being hired as an IT Technician for the Technology Department, effective September 21, 2022. This vacancy resulted from the resignation of Mr. Caleb Forner. After two internal promotions, this is the position that was left to be filled. Mr. Schinck will be placed within the technical/operational salary schedule, consistent with his experience.

e. Maximus Price 09/12/2022
IT Technician
Technology

Mr. Maximus Price was hired as an IT Technician for the Technology Department, effective September 12, 2022. This vacancy resulted from the resignation of Mr. Timothy Casey. Mr. Price was placed within the technical/operational salary schedule, consistent with his experience.

f. Cody Gillaspie 08/30/2022
IT Technician
Technology

Mr. Cody Gillaspie was hired as an IT Technician for the Technology Department, effective August 30, 2022. This vacancy resulted from the resignation of Mr. Paul Klepinger. After an internal promotion, this is the position that was left to be filled. Mr. Gillaspie was placed within the technical/operational salary schedule, consistent with his experience.

g. Jose Delossantos 09/26/2022
LEA Business Manager I
Finance

Mr. Jose Delossantos is being hired as an LEA Business Manager I for the Finance Department, effective September 26, 2022. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Mr. Delossantos will be placed within the administrator/coordinator salary schedule, consistent with his experience.

h. Lauren Kyser 09/21/2022
Assistant Principal
Jackson Area Career Center

Ms. Lauren Kyser is being hired as an Assistant Principal for the Jackson Area Career Center, effective September 21, 2022. This vacancy resulted from two internal promotions following the resignation of Mr. Mark Pogliano. Ms. Kyser will be placed within the Administrator/Coordinator salary schedule, consistent with her experience.

2. Certified Staff

- a. Candace Beck 08/22/2022
 Speech & Language Pathologist
 Special Education

Ms. Candace Beck was hired as a Speech & Language Pathologist for the Special Education Department, effective August 22, 2022. This vacancy resulted from the resignation of Ms. Cassandra Feira. Ms. Beck was placed within the JIEA certified salary schedule, consistent with her experience.

- b. Melissa Dunklin 09/21/2022
 Teacher Consultant
 Special Education

Ms. Melissa Dunklin is being hired as a Teacher Consultant for the Special Education Department, effective September 21, 2022. This vacancy resulted from the resignation of Ms. Alison Smith. Ms. Dunklin will be placed within the JIEA certified salary schedule, consistent with her experience.

3. Non-Certified Staff

- a. Kameron Lewis 08/22/2022
 Teacher Assistant
 Special Education

Mr. Kameron Lewis was hired as a Teacher Assistant for the Special Education Department, effective August 22, 2022. This vacancy resulted from the resignation of Ms. Heather Jenkins. Mr. Lewis was placed within the JIEA teacher assistant salary schedule, consistent with his experience.

- b. Joseph Ohlerich 09/12/2022
 Teacher Assistant
 Special Education

Mr. Joseph Ohlerich was hired as a Teacher Assistant for the Special Education Department, effective September 12, 2022. This vacancy is a result of a current employee's long term leave of absence. Mr. Ohlerich was placed within the JIEA teacher assistant salary schedule, consistent with his experience.

- c. Shauna Taylor 09/06/2022
 Teacher Assistant
 Special Education

Ms. Shauna Taylor was hired as a Teacher Assistant for the Special Education Department, effective September 6, 2022. This vacancy resulted from the resignation of Mr. Brandon Stanton. Ms. Taylor was placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- d. Brandi Heinzerling 09/12/2022
 Teacher Assistant
 Special Education

Ms. Brandi Heinzerling was hired as a Teacher Assistant for the Special Education Department, effective September 12, 2022. This vacancy resulted from the resignation of Ms. Amy Dillon. Ms. Heinzerling was placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- e. James Lindahl 09/21/2022
 Teacher Assistant
 Special Education

Mr. James Lindahl is being hired as a Teacher Assistant for the Special Education Department, effective September 21, 2022. This vacancy resulted from the resignation of Mr. Paul Hudson. Mr. Lindahl will be placed within the JIEA teacher assistant salary schedule, consistent with his experience.

- f. Kodi Allen 09/21/2022
 Bus Attendant
 Transportation

Ms. Kodi Allen is being hired as a Bus Attendant for the Transportation Department, effective September 21, 2022. This vacancy resulted from the resignation of Mr. Logan Southworth. Ms. Allen will be placed within the bus attendant salary schedule, consistent with her experience.

- g. Ellen Gurecki 09/26/2022
 Teacher Assistant
 Special Education

Ms. Ellen Gurecki is being hired as a Teacher Assistant for the Special Education Department, effective September 26, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Gurecki will be placed within the teacher assistant salary schedule, consistent with her experience.

- h. Jennifer Cuatt 09/19/2022
 Teacher Assistant
 Special Education

Ms. Jennifer Cuatt was hired as a Teacher Assistant for the Special Education Department, effective September 19, 2022. This vacancy was created after a few internal assignment changes. Ms. Cuatt was placed within the teacher assistant salary schedule, consistent with her experience.

- i. Victoria Heistan 09/21/2022
 Teacher Assistant
 Special Education

Ms. Victoria Heistan is being hired as a Teacher Assistant for the Special Education Department, effective September 21, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Heistan will be placed within the teacher assistant salary schedule, consistent with her experience.

- j. Bikka Jha 09/26/2022
 Teacher Assistant
 Special Education

Ms. Bikka Jha is being hired as a Teacher Assistant for the Special Education Department, effective September 26, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Jha will be placed within the teacher assistant salary schedule, consistent with her experience.

- k. Adam Ulbin 09/21/2022
 Bus Attendant
 Transportation

Mr. Adam Ulbin is being hired as a Bus Attendant for the Transportation Department, effective September 21, 2022. This vacancy resulted from the resignation of Mr. Bryon Friend. Mr. Ulbin will be placed within the bus attendant salary schedule, consistent with his experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial and Technical Staff

- a. Shawna Breneman 09/15/2022
 0.5 FTE LEA Student Data Specialist/Auditor
 Technology

Ms. Shawna Breneman provided notice of resignation from her 0.5 FTE LEA Student Data Specialist/Auditor position for the Technology Department, effective September 15, 2022, which was accepted by the Superintendent on behalf of the Board on September 6, 2022. Ms. Breneman started employment with us on July 2, 2018. The administration has posted this vacancy.

2. Certified Staff

- b. Sarah Roden 08/17/2022
Teacher Consultant
Special Education

Ms. Sarah Roden provided notice of resignation from her Teacher Consultant position for the Special Education Department, effective August 17, 2022, which was accepted by the Superintendent on behalf of the Board on August 17, 2022. Ms. Roden started employment with us on August 30, 2012. The administration has posted this vacancy.

- c. Scott Jakob 08/19/2022
Math Consultant
Career & Technical Education

Mr. Scott Jakob provided notice of resignation from his Math Consultant position for the Jackson Area Career Center, effective August 19, 2022, which was accepted by the Superintendent on behalf of the Board on August 18, 2022. Mr. Jakob started employment with us on September 18, 2019. The administration has not yet posted this vacancy.

3. Non-Certified Staff

- a. Paul Hudson 08/26/2022
Teacher Assistant
Special Education

Mr. Paul Hudson provided notice of resignation from his Teacher Assistant position for the Special Education Department, effective August 26, 2022, which was accepted by the Superintendent on behalf of the Board on August 18, 2022. Mr. Hudson started employment with us on April 19, 2000. The administration has posted this vacancy.

- b. Tana Moore 08/22/2022
Teacher Assistant
Special Education

Ms. Tana Moore provided notice of resignation from her Teacher Assistant position for the Special Education Department, effective August 22, 2022, which was accepted by the Superintendent on behalf of the Board on September 6, 2022. Ms. Moore started employment with us on August 19, 2019. The administration has posted this vacancy.

- c. Nancy Harris 09/01/2022
Bus Attendant
Transportation

Ms. Nancy Harris provided notice of resignation from her Bus Attendant position for the Transportation Department, effective September 1, 2022, which was accepted by the Superintendent on behalf of the Board on September 6, 2022. Ms. Harris started employment with us on November 17, 2021. The administration has posted this vacancy.

d. Alyssa Sargent
Teacher Assistant
Special Education

09/13/2022

Ms. Alyssa Sargent provided notice of resignation from her Teacher Assistant position for the Special Education Department, effective September 13, 2022, which was accepted by the Superintendent on behalf of the Board on September 15, 2022. Ms. Sargent started employment with us on August 23, 2021. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 20, 2022
Volume 43, Report No. 19

FOR ACTION

Subject: NEOLA Policy Update-Weapons

The Board of Education's policies include several policies that address weapons on school property and at school-sponsored activities. These are "weapons-free school zones" pursuant to Board policies.

In August, the administration advised that local law enforcement agencies were not able to provide school resource officer services this year, and reported that the administration published a request for proposals from private security firms to provide similar services. Specifically, the administration's published RFP seeks a company that can provide armed security officers to work on each campus.

The Board's various weapons-related policies exempts certain individuals, mostly associated with law enforcement. Board Policy #7217 (in the property section of the policies) also currently allows for an exception to the "weapons-free school zone" for a contracted security officer required by the district to carry a concealed weapon while on the premises. Policy 8142.01, which addresses contractors, however, does not currently exempt security officer who are under contract with the district, to allow them to carry weapons. In anticipation of requesting authority in September to contract for security services to be provided by individuals carrying a weapon, in August the administration prepared a proposed amendment to Policy 8142.01 to allow contracted security officers to do so.

During discussion of this issue at the August meeting, a Board member asked if it was legally necessary to limit contracted security officers to carry weapons in a concealed manner. Staff researched that question. Currently, state law allows the Board to authorize the administration to contract with security staff to carry weapons, and does not restrict such contractors to carrying weapons in a concealed manner.

With that information in hand, the administration now recommends that two policies be amended, #7217 and #8142.01, to allow the Superintendent to direct that a contracted security officer carry a weapon in the District's weapon-free school zones, either openly or in a concealed manner, in accordance with state law. (Copies of the proposed amendments are included in the Board packet.)

With Board approval of the recommended policy changes, the administration may propose a contracted services agreement with a security firm that can provide armed officers on the District's campuses. The administration recommends Board approval of the revised Policies #7217 and #8412.01.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 20, 2022
Volume 43, Report No. 20

FOR ACTION

Subject: Security Service Contract with DK Security

Based upon prior discussions with the Board related to the security of our campuses, the Jackson County Intermediate School District recently published a Request for Proposal (RFP) to provide armed security services for our north campus, south campus, and east campus (which will be replaced by the new central campus upon completion this winter). The need to hire contracted security services is driven largely by the Jackson County Sheriff's Office no longer being able to supply school resource officers due to staffing shortages. In the process of soliciting participation in this RFP, 15 security companies with a presence in Michigan were contacted about providing armed security officers for JCISD.

After examining the submitted RFPs and checking references, JCISD met with the staff of the most cost efficient, qualified bidder. Through that vetting process the Administration has determined that DK Security, a Michigan based company, is the security firm most capable of providing the security needs of the District. DK Security provides armed and unarmed security for Jackson College. It is the administration's intent that the district's security officers would be armed. DK Security is a Grand Rapids based company that employs approximately 1800 people in Michigan, Ohio, and Indiana. DK Security also provides security for Jenison Public Schools, Davenport University, East Lansing Public Schools, Godwin Heights Public Schools, Michigan State University, and other educational institutions in Michigan.

The Administration requests authorization from the Board to enter into a contract with DK Security. The anticipated total cost of this contract will be approximately \$200,000 per school year. This could increase slightly if it is determined that DK Security needs to provide vehicles at the north and south campus locations. This expense is not included in the district's 2023FY budget. Two-thirds of the cost will be paid for out of the Special Ed budget (North Campus and East / Central Campus officers) while one-third will be split between CTE and the General Fund (South Campus officer). If approved, the administration will pursue potential state funding to offset up to 50% of this cost from a school security categorical that was included in the state's 2023FY School Aid Fund Budget.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 20, 2022
Volume 43, Report No. 21

FOR ACTION

Subject: Architect for Phase 2 of the Central Campus Renovation

At the beginning of the Central Campus renovation project, it was understood that the project would be implemented in at least two different phases. Phase 1 was to focus on the classroom areas, the school offices, and the exterior site plan on the north and east side of the building to provide updated parking and a bus loop that meets current state requirements. Phase 2 was to focus on the cafeteria, kitchen, gym, old pool area, the adjacent old locker room areas, and the west side exterior site plan. Phase 1 was to begin right away, and Phase 2 was to begin at some undetermined point in the future when funding was available. As a result, when the district hired the architect and construction manager for the Central Campus renovation project, they were each officially only contracted for Phase 1 of the project.

Now, with the additional funding in hand from the MiEnhancement grant, the administration's intent is to proceed with Phase 2 as soon as practical. Planning work related to Phase 2 has resumed and is proceeding nicely. The intent is to complete the Phase 2 plans, have the architect & engineers develop the required blueprints, submit the Phase 2 package to the state for approval, and then proceed with implementation of the Phase 2 renovations. In order to make this happen, it is now time to contract for architectural and engineering services for Phase 2 of the renovation project. Soon, the district will also need to hire the Construction Manager for Phase 2 construction.

The administration recommends that the district hire the Covalle Group Architects PLLC for Phase 2 of this project. The Covalle Group's work on Phase 1 of the project has been outstanding. Work elements for the architect specifically related to Phase 2 of this project will include:

- Phase 2 sitework (majority of which has been completed as a revision to Phase 1)
- Full architectural and mechanical / plumbing / electrical drawings to incorporate all designs and planned improvements
- New commercial kitchen design
- Exterior improvements to the cafeteria walls, the north and east pool area walls, and the upper east and west gym walls
- Roof replacement and / or restoration
- Structural engineering for Phase 2 work, including the demolition of the pool room built in bleachers and replacement of the north wall, as well as the exterior load bearing gymnasium wall at truss bearing locations

General work responsibilities of the architect will include:

- Submission of required documents for permits and approvals from the State of Michigan
- Meetings with the Owner and Construction Manager as required
- Assistance preparing for and administering the Bidding process
- Construction administration
- Project closeout
- Health Department submissions and approvals for the new kitchen

The architect's fee for these services will be a lump sum fee totaling \$360,250. This amount is calculated as 5.5% times the current high-level construction budget for Phase 2 which is estimated at \$7 million, less the civil engineering sitework that was pulled ahead and is already completed and paid for as part of the modified Phase 1 cost. If the final construction budget is significantly different than the current high-level estimate, both parties have agreed to discuss whether any adjustment in this fee is necessary. Additionally, the architect is proposing a contingency to address any unknowns related to the structural work to be billed hourly at a rate of \$120 per hour, not to exceed a total of \$7,500.

The administration recommends that the Board approve hiring the Covalle Group Architects PLLC as the architect for Phase 2 of the Central Campus renovation project at a lump sum price plus contingency totaling of \$367,750.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 20, 2022
Volume 43, Report No. 22

FOR INFORMATION

Subject: Upcoming Vehicle Purchase Needs

The district maintains a small fleet of passenger vehicles in addition to our school buses. These vehicles include several pickup trucks utilized by the Maintenance staff as general work trucks and for snow plowing in the winter. The Special Ed department also has a few vehicles which are used primarily for transporting small numbers of students to their offsite work opportunities.

The district has identified a need to purchase 4 new vehicles in the near future if appropriate vehicles can be located. One vehicle, a Maintenance truck, will be an additional vehicle to fleet. It will be located at Central Campus which we anticipate opening in January 2023. It will be used as the work truck for the Central Campus based Maintenance staff and will be used for snow plowing at that campus. Given the time of year, snow removal capability will be required immediately to operate the Central Campus facility.

The other three vehicles will be Dodge minivans which will replace 3 older passenger vehicles currently in the fleet that are getting quite old and are nearing the end of their useful life per the district mechanic (a 2004 Mercury Marquis and two 2010 Ford Focus). These vans will be similar to two other minivans used by Special Ed which were purchased in the past 1-3 years as replacements for two other old vehicles. Staff have found that these minivans meet the transport needs for their students exceptionally well. Two of the vans will be used for general Special Education needs including transporting students from both North Campus and Central Campus to their offsite work opportunities. The other new van will be used by the JACC Transition-to-Work (TTW) program to drive students to their daily community-based work assignments.

Over the past several years, the district has found that the most cost-effective method to purchase vehicles is through the State of Michigan's MiDEAL program, a state-authorized cooperative purchasing program available to state and local government and educational organizations. The district has purchased numerous modestly-equipped new vehicles at a set price significantly below MSRP from a few different participating dealers. The MiDEAL price has historically been far less than any local dealer was able to provide (local Jackson dealers do not have a large enough dedicated fleet business to qualify as a participating dealer under MiDEAL). In 2021 and 2022 the availability of vehicles has been impacted by supply chain issues, particularly the limited availability of "chips" that are used in vehicles to control electronic features. For the 2022 model year, the MiDeal pricing for work trucks and minivans was no different than full MSRP (full retail price), however almost no vehicles were available through MiDEAL. It appeared auto manufacturers were allocating their limited production to higher contented vehicles which tend to be more profitable. The district has heard, however, that for the 2023 model year some vehicles will be available through MiDEAL and that 2023 model year MiDEAL pricing will be published in October 2022.

In the past when the district purchased a vehicle under MiDEAL, a specific vehicle was identified, exact pricing was known, and the participating dealer was willing to hold the vehicle for up to one month so that the purchase could be approved by the Board at its next regularly scheduled meeting. Given the current availability issues, the district does not believe that dealers will be able to hold a vehicle for the district until after getting Board approval. Consequently, this report is provided to the Board in advance to inform the Board of the need for these new vehicles and the district's intent to proceed with the purchase in an expeditious manner which may, or may not, allow for specific Board approval prior to purchase. The last work truck the district purchased through MiDEAL cost approximately \$31,000. New MiDEAL pricing is not yet known, but a work truck might now cost as much as \$40,000-45,000. The last minivan the district purchased through MiDEAL cost approximately \$21,000. These three new minivans might cost as much as \$30,000-35,000 through MiDEAL now. These vehicles will be purchased with budgeted capital outlay funds, or out of the Capital Project Fund.